

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing form.)</i>							1. DATE OF REQUEST (YYYYMMDD)			
REQUEST FOR OFFICIAL TRAVEL										
2. NAME <i>(Last, First, Middle Initial)</i>			3. SOCIAL SECURITY NUMBER			4. POSITION TITLE AND GRADE/RATING				
5. LOCATION OF PERMANENT DUTY STATION (PDS) Your official library address					6. ORGANIZATIONAL ELEMENT		7. DUTY PHONE NUMBER <i>(Include Area Code)</i>			
8. TYPE OF ORDERS TDY		9. TDY PURPOSE <i>(See JTR, Appendix H)</i> ACTEDS, Training Course Name & Training Location			10a. APPROX. NO. OF TDY DAYS <i>(Including travel time)</i>		b. PROCEED DATE (YYYYMMDD)			
11. ITINERARY		<input checked="" type="checkbox"/> VARIATION AUTHORIZED From My Local city or town to the training city and return to my local city or town. i.e. From Washington, District of Columbia to Fort Polk, Louisiana and return to Washington, District of Columbia.								
12. TRANSPORTATION MODE										
a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE <i>(Check one)</i> RATE PER MILE: \$0.360 <input checked="" type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER <i>(Overseas Travel only)</i>										
13. <input checked="" type="checkbox"/>		a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.				b. OTHER RATE OF PER DIEM <i>(Specify)</i>				
14. ESTIMATED COST									15. ADVANCE AUTHORIZED	
a. PER DIEM \$		b. TRAVEL \$			c. OTHER \$		d. TOTAL \$		\$	
16. REMARKS <i>(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)</i> INSTRUCTIONS FOR COMPLETING DD FORM 1610 Blocks 1-7: you complete these blocks. Block 8: enter "TDY." Block 9: Enter "ACTEDS," followed by a short title for the training course and its location. Blocks 10a & b. Refer to the ALP ACTEDS FY04 TDY Cost Estimate Worksheet to obtain the number of TDY days and the day you will leave for training. Block 11: Use the format in the example, and always check the variation authorized block. INSTRUCTIONS CONTINUE ON SECOND PAGE OF DD FORM 1610										
17. TRAVEL-REQUESTING OFFICIAL <i>(Title and signature)</i>						18. TRAVEL-APPROVING/DIRECTING OFFICIAL <i>(Title and signature)</i>				
AUTHORIZATION										
19. ACCOUNTING CITATION SEE SECOND PAGE FOR INSTRUCTIONS!										
20. AUTHORIZING/ORDER-ISSUING OFFICIAL <i>(Title and signature)</i>								21. DATE ISSUED (YYYYMMDD)		
								22. TRAVEL ORDER NUMBER		

PRIVACY ACT STATEMENT

(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. 5701, 5702, and E.O. 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving, and accounting for official travel.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of your travel request.

16. REMARKS (Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)

INSTRUCTIONS FOR COMPLETING DD FORM 1610:

Blocks 12a, b & c: a, Select the mode of transportation on your travel tickets. You can select more than one mode. For example, if you take a train to the airport, check both rail and air blocks.

b, If you have tickets to travel obtained through Carlson or Sato do not use this section.

c, Do not check "car rental." ACTEDS will not pay for a rental car. You may select "taxi" and "other." If you elect "other," enter thirty-six cents [.36] in the rate per mile, and check "advantageous to the government."

Block 13a: Check the block, "per diem authorized in accordance with JTR."

Blocks 14a, b, c & d: Enter the appropriate amounts from the ACTEDS FY04 TDY Cost Estimate Worksheet. Check the total in Block 14d (a+b+c=d).

Block 15: Leave blank, or Contact the Army Library Program Office prior to entering any amount in this block.

Block 16: Enter the below without changes in block 16, remarks:

ACTEDS Funded: Rental car, in and around mileage, official telephone calls, and faxes not authorized. Traveler must have government issued credit card. Final reimbursement voucher (DD Form 1351-2) and claims will be submitted through the Army CIO/G-6 Human Capital Management Office for signature in block 18 within five working days of completion of travel. Furnish copies of DFAS Final Settlement Voucher to three below listed offices:

- 1) Army CIO/G-6 Human Capital Management (ATTN: Kimberly Crandall), 107 Army Pentagon, Washington, DC 20310-0107 (fax: 703-604-2963).
- 2) ODCS, G-1, Assistant G-1 for Civilian Personnel Policy (ATTN: DAPE-CP-PSR), Room 448, Hoffman I Building, 2461 Eisenhower Avenue, Alexandria, VA 22331-0300 (fax: 703-325-6523).
- 3) Office of the Army Librarian (ATTN: DAPE-PTT-LM), 300 Army Pentagon, Washington, DC 20310-0300 (fax: 703-428-1294).

Block 16: Enter one of the following statements:

Traveler has Government Travel Card.

Traveler has Government Travel Card and will use it to obtain cash.*

Traveler does not have Government Travel Card.

Traveler does not have Government Travel Card and advance is authorized.*

* Contact ALP Office prior to entering this statement.

Block 16: Enter the below as necessary in block 16, remarks, after contacting the Army Library Program Office.

Leave in conjunction with TDY is authorized. [Full Name] will be on annual leave from ____ to ____.

[Full Name] will be on home leave from ____ to ____.

POV is authorized.

Highway tolls in __, __, __, are authorized, not to exceed \$50.00.

Registration fee of \$____ is authorized.

Actual lodging expenses are authorized, not to exceed ____% of per diem IAW JTR, volume II.

Block 17: Enter M. Ann Parham, Army Librarian, DFCR.

Block 18: Enter Jackie Rustigian - Director, Human Capital Directorate.

Blocks 19, 20, 21 & 22: These blocks will be completed by ALP.